

Central Intelligence Agency
Washington, D.C. 20505

24 April 1984

Executive Director

NOTE FOR THE DDCI

- ° Danny's note contains sensible caveats.
The number of part-timers should come down;
managers should not expect to continue their
retention after the increased positions
granted for FY '84 (and '85) are filled.
- ° Likewise, we should ensure retention of the
flexibility to use part-timers where the
skills mix is wrong or where workload surges
justify.
- ° The "finite limit" that Danny suggests should
be determined, jointly, by the Comptroller
and the Director of Personnel.

STAT



D/Pers 84-167

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Part-Time Employees

84-1133

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE
11 April 1984STAT
STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Comptroller 4E 42

17 APR 1984

DRM

2.

3.

DDA

*4/18/84**J*

4.

5.

Executive Director

cab/hrs

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Deputy Director of Central Intelligence

J

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DDA

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DCI
EXEC
REG*P-100*

S E C R E T

CONFIDENTIAL 84-376

D/Pers 84-617

DD/A Registry
84-1133

11 April 1984

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH: Executive Director
Deputy Director for Administration
ComptrollerFROM: Robert W. Magee
Director of Personnel

SUBJECT: Part-Time Employees [REDACTED]

1. There do not seem to be any simple answers to personnel questions. This tries to address your question about increased use of part-timers. [REDACTED]

2. First some background data:

-- As of 30 March 1984, there were [REDACTED] part-time and intermittent employees as follows (you should forgive the labels):

Clerical [REDACTED]

Professional [REDACTED]

Technical [REDACTED]

Wage [REDACTED]

TOTAL [REDACTED]

A professional/technical breakdown, by directorate and by office, is attached. [REDACTED]

2. As you know, part-timers do not count against position ceiling; their number is financially controlled through the FTE process. I made informal inquiries with some of the Office Directors (e.g., ODP and OL). They are using part-timers as aggressively as the financial ceiling will allow. I suspect this is generally true throughout the Agency. [REDACTED]

S E C R E T

S E C R E T

SUBJECT: Part-Time Employees

3. Our year-end projections on Agency strength suggest we will have about FTE available at the end of the fiscal year. This assumes we reach staff ceiling of . The FTE would allow for a substantial increase in part-timers if we could transfer some of the full-time permanent/full-time equivalent (FTP/FTE) to temporary/part-time (T/PT) personnel. This seemed like a good solution until I learned that the DDCI, your good self, directed that FTP/FTE could not be used for T/PT personnel and the Deputy Directors should limit use of T/PT personnel to the FTE budgeted for this purpose. That judgment applied for FY-83. I suggest it may not be appropriate for FY-84.

4. Recommendation: There is an 18 April Comptroller meeting. I suggest that at that meeting the Comptroller be authorized to state:

- a. Your FY-83 FTP/FTE for T/PT rule not be extended ☒ to FY-84, and;
- b. The Deputy Directors be encouraged to hire ☒ part-timers at a rate you determine is appropriate.

5. I realize that the Agency has other financial uses for such savings as may be generated by underachievement of the FTE ceiling. How that savings may best be applied is, of course, beyond my scope and a subject for discussion between you and the Comptroller.

Robert W. Magee

Attachment

S E C R E T

SUBJECT: Part-Time Employees

25X1

CONC

Comptroller

4/17/84
Date

25X1

Deputy Director for Administration

4/18/84
Date

25X1

See note attached
Executive Director

4/22/84
Date

APPROVED:

KK

Deputy Director of Central Intelligence

4/19/84
Date

25X1

- * The Deputies have recently identified in unfunded requirements for the balance of this fiscal year. Therefore, if we are going to encourage increased use of part-time employees, they should be permitted for only high priority needs and have a finite limit placed on the numbers that can be hired. It should also be made clear that the increased use of part-time employees being authorized is a near-term expedient, and should not be expected to continue in FY 1985, except to the extent that the increased use is budgeted in FY 1985. Otherwise, we may create a situation that limits our ability to bring on full-time employees next year, if our current recruitment efforts are successful.

25X1

KK I WOULD LIKE TO SEE US EXPLOIT TO THE FULLEST PARTTIME TALENT AVAILABLE IN THE AREA. THERE SHOULD BE A NUMBER OF TRAINED FORMER STAFFERS WHO CAN'T ACCEPT FULLTIME EMPLOYMENT BUT SHOULD BE ABLE TO WORK PARTTIME — LET'S WORK IT

SECRET

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